

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
December 16, 2013

The Lyndon City Council met in regular session on Monday, December 16, 2013, 7:00 p.m., at City Hall.

Members Present: Mayor Brandon Smith, Doug Watson, Darby Kneisler, Chris Cole, Bill Patterson, and Laura Moore

Members Absent: None.

Others Present: Kimberly Newman, City Administrator  
Julie Stutzman, City Clerk  
David Wilson, Maintenance Supervisor  
Darrel Manning, Chief of Police  
Don Barkley, V-Blox  
Dave Emig, Emig & Associates

1. CALL TO ORDER: Mayor Smith called the meeting to order.
2. ROLL CALL: City Clerk called roll of the city council; all members present.
3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS: Cole made the motion to approve the regular meeting minutes of November 18, 2013 as amended. Watson seconded, motion carried.
4. CORRESPONDENCE TO COUNCIL:
  - Public Wholesale #12 minutes from November 20, 2013.
  - Pledge of Securities from Lyndon State Bank as of November 30, 2013.
  - Lyndon Joint Recreation Commission Financial report and fund balance as of November 31, 2013.
  - November 2013 edition of the Kansas Government Journal.
  - Letter from resident Bryant Derley who lives at 424 West 9<sup>th</sup> asking for a sewer abatement due to a leak that Maintenance verified. After discussion, Cole made the motion to approve the sewer abatement of \$27.73. Kneisler seconded, motion carried.
5. CITIZEN'S STATEMENTS AND PETITIONS: None.
6. UNFINISHED BUSINESS:
  - a) LED LIGHTING: Council members received a copy of the letter from Lyndon State Bank outlining the details of financing for the LED lighting. The proposed financing would be for 60 months at 4% interest on the needed \$15,922.00. Watson made the motion to authorize the Mayor to sign the loan agreement with Lyndon State Bank for the lighting. Patterson seconded, motion carried with Cole abstaining.

- b) USD 421 REQUEST: Council members received a copy of an email the City Administrator had received from Emig and Associates regarding the possibility of vacating 7<sup>th</sup> street as an option for the proposed USD 421 building project and to begin discussion with the City of the viability of this option. Mr. Emig was present to get the Council's consensus on the possibility of closing 7<sup>th</sup> street. After further discussion about the options, no action taken. The City Clerk was asked to get information on public hearing notice requirements for closing a street.
- c) TRAIL PHASE II FUNDING: The City Administrator stated the City did not receive the grant funding from WS & EC Jones Trust for Phase II of the Jones Park Trail and Council members received a copy of the letter. Patterson stated he has spoken to the new member of the trust who stated the fund is for healthcare or educational funding only. Further discussion ensued with no action taken.

7. NEW BUSINESS:

- a) CEREAL MALT BEVERAGE LICENSES: The City Clerk presented the Council with 4 Cereal Malt Beverage license renewals for the Council to review and approve.

Patterson made the motion to approve the off premise CMB license for Casey's General Store. Cole seconded, motion carried.

Kneisler made the motion to approve the on premise CMB license for Buzzard's Pizza. Watson seconded, motion carried.

Moore made the motion to approve the off premise CMB license for Taylor Oil dba Lyndon 66. Patterson seconded, motion carried.

Moore made the motion to approve the on premise CMB license for Bill & Ellie's EZ Rock Café. Kneisler seconded, motion carried.

Watson made the motion to approve the off premise CMB license for Bill & Ellie's EZ Rock Café. Kneisler seconded, motion carried.

- b) HOLIDAY CALENDAR 2014: Council members received the proposed 2014 Holiday schedule for approval. Patterson made the motion to approve the holiday schedule and to authorize the Mayor to sign as amended. Cole seconded, motion carried.
- c) BAILEY HOUSE GUTTERS: The City Administrator presented quotes for materials and labor for the much needed guttering for the Bailey House. After further discussion, Patterson made the motion to split the cost at 70/30 of the approximate \$1,000 with HPPL for the log house guttering. Moore second, motion carried.
- d) EMPLOYEE CELL PHONE POLICY: The City Administrator stated she has spoken previously with the Council about providing the employees with cell phones. She

reported to the Council that she purchased a cell for everyone in maintenance, police and two for the office. She discussed with the Council the possibility of a cell phone policy for loss and damage. After further discussion, the City Administrator will possibly add a cell phone policy to the employee handbook.

- e) ELECTRONIC BILL PAY: The City Administrator provided the Council with information to review regarding electronic bill pay and to discuss getting the process underway at the January meeting.
- f) POLICE OFFICER POSITION: The City Administrator stated she has given conditional employment to David Forkenbrock for the full time officer position. Later in the meeting after an executive session, Patterson made the motion to hire David Forkenbrock for the full time officer position at \$13.51 per hour. Watson second, motion carried.
- g) ACCOUNTS CLERK/ASSISTANT CITY CLERK POSITION: Later in the meeting after an executive session, Watson made the motion to hire Erin Burkdoll for the full time utility/assistant clerk position at \$14.42 per hour. Kneisler seconded, motion carried.

Cole made the motion to approve holiday bonuses of \$600 for full time employees and \$300 for part time employees. Kneisler seconded, motion carried.

8. STAFF REPEORTS:

- a) POLICE: Council received police activity reports for November 2013.
- b) PLANNING AND ZONING: No meeting due to lack of quorum. Next meeting will be February 2014.
- c) MAINTENANCE: Council received a copy of the Maintenance report.
- d) CITY ADMINISTRATOR:

WINTER FESTIVAL: The City Administrator stated the Winter Festival was a success considering the weather. The Feltners were very touched by the support and participation of the road race. She stated the raffle was successful and made more money than we spent.

HOLIDAY TRIP: The City Administrator stated she will be leaving Friday, December 19<sup>th</sup> and will be back the first part of January.

HOLIDAY PARTY JANUARY 24<sup>TH</sup>: The City Administrator stated the holiday party is January 24<sup>th</sup> at 6:30 at the Lyndon Community Center. She stated that the invites were sent out and approximately 150 people had been invited.

10. COUNCIL COMMENTS:

PATTERSON: Patterson asked if there was any new information about Safe Routes to School. The City Administrator stated that the City has not received the contract paperwork from KDOT, however, has spoken to Becky Pepper who stated it is in process.

Patterson inquired about lighting downtown for the holidays and discussed decorating City Hall in the future.

MOORE: Moore stated she had attended the last focus group meeting regarding the proposed USD 421 building. She gave a brief report to Council.

COLE: None.

KNEISLER: Kneisler noted that there were issues with traffic speeding on Adams.

WATSON: Watson inquired about the Joint Rec financials and voiced concern.

MAYOR SMITH: Smith asked about the holiday lighting contest. The City Administrator stated there is a lighting contest going on and the winners will be awarded on Friday.

Mayor Smith asked about having the Pride look into doing the community saver cards.

10. EXECUTIVE SESSION: At 8:10 p.m. Patterson made the motion to recess to executive session for 20 minutes for non-elected personnel. Moore seconded, motion carried. At 8:30 p.m. the Council reconvened; actions taken are shown in Item F and Item G.

11. ADJOURNMENT: Kneisler made the motion to adjourn to Monday, January 6, 2013 at 7:00 p.m. for Regular meeting. Cole seconded the motion, which carried.

*Julie Stutzman*

City Clerk